

FEDERAL ENERGY REGULATORY COMMISSION  
Washington, D.C. 20426

February 9, 2005

Dear FERC 561 Respondents:

Attached are prefilled FERC Form 561 Microsoft Excel spreadsheets for each officer or director of your Public Utility (or the Public Utility you represent), who filed such a report during the previous year pursuant to section 305(c) of the Federal Power Act, and 18 CFR Part 46 of the Commission's regulations.

A FERC Form 561 for 2005 must be submitted by those utility officers and directors who held interlocking positions during any part of calendar year 2005, even if he or she no longer held such positions at the close of the year. If any officer or director of your company has resigned during the year and cannot be contacted or is deceased, please submit the required FERC Form 561 and indicate why a signed form was not submitted (e.g., retired, deceased).

If you are aware of any officer or director of your Public Utility (or the Public Utility you represent) whose form is not included in this transmittal and who may be subject to the reporting requirement, please alert that individual. A blank FERC Form 561 is attached for use in reporting the positions of an officer or director for whom a prefilled form was not provided. If additional forms are required, please copy the blank form. The instructions for completing the FERC Form 561 are attached in a Microsoft Word file. In addition, instructions appear as comments in each of the Excel spreadsheets. For your convenience, a blank FERC Form 561 and instructions can be downloaded from the Commission's website: <http://www.ferc.gov/docs-filing/hard-fil-elec.asp#561>.

Filings must be submitted to the Commission on or before April 30, 2006. A cover letter which includes a contact name, telephone number, mailing address and e-mail address, and a **signed, original hardcopy printout** of your filing plus one photocopy must be **mailed** to:

Federal Energy Regulatory Commission  
Office of the Secretary  
(FERC Form 561)  
888 First Street, N.E.  
Washington, D.C. 20426

The original, signed hard copy is the Commission's official filing. In addition, please e-mail the electronic version of your filings to: [Form561@ferc.gov](mailto:Form561@ferc.gov).

**PLEASE NOTE:** a number of filers last year failed to report their Interlocking Directorate (ID) docket numbers. ID Docket numbers are uniquely assigned by the Commission for each officer and director during the application process. With the subsequent grant of authority to hold an interlocking position, an annual report (Form 561) is required to be filed. If the appropriate individual(s) does not have an ID number, please explain why the company and/ or appropriate individual(s) does not have one. Commission regulations detailing the requirement to apply for authority to hold an interlocking position are found in 18 CFR Part 45. Questions about this process should be directed to **Thomas Mey at (202) 502-6151 or e-mail [Thomas.mey@ferc.gov](mailto:Thomas.mey@ferc.gov)**.

If this is incorrect, or if you have any questions about the annual reporting requirements, please contact Michael West at (202) 502-8184 and/or Pat Morris at (202) 502-8730 or e-mail your questions to: [Form561@ferc.gov](mailto:Form561@ferc.gov).